



## **JOB DESCRIPTION**

Position Title: **Staff Assistant**

Working Area: **Library Services**

Class Code: 5330

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

\*\*\*\*\*  
\*\*\*\*\*

### **Major Function**

Provides assistance to library patrons and performs clerical duties in support of library operations.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Provides assistance to patrons at the circulation desk by issuing and receiving materials, inspecting returned materials for damages, receiving overdue fines, issuing Library cards, and answering routine questions on library policies and procedures on the telephone and in person.

Provides assistance in the ordering, receiving, cataloging, and processing of library materials for additions or deletions from the collection. Operates standard office and library equipment, such as copiers, typewriters, cash registers, personal computers, computer software, scanners, and printers.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Knowledge of Business English, spelling, punctuation, arithmetic and modern record keeping methods, practices and procedures. Some knowledge of library procedures, practices and facilities.

Ability to deal with the public and library staff efficiently and effectively and to enforce library rules and regulations with tact. Ability to operate a personal computer workstation and handle cash transactions. Ability to work independently in carrying out assignments to completion.

Skilled in typing at the prescribed rate of speed and in the use of library equipment.

High School Diploma or GED and six (6) months of Library, retail, or office work experience. Library experience is preferred.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is a public service counter. Most duties are performed while standing at a workstation. This position has regular exposure to radiant and electrical energy found in an office environment.